

Title II Tips for Reporting

Constructing Your List - IHEs

The Title II data collection requires pass rates and average scaled scores on all assessments required for teacher licensure or certification for all enrolled individuals and program completers. The pass rate is the percentage of individuals who passed assessment(s) taken for initial certification or licensure. Single assessment pass rates, the percentage of individuals who passed an assessment among all who took the assessment, will be calculated for enrolled individuals and program completers. Summary pass rates, the percentage of individuals who passed all tests they took for their area of specialization among those who took one or more tests in their specialization area, will only be calculated for program completers.

In order to calculate these data, lists must be constructed of enrolled individuals and program completers. For this data collection, all initial certification traditional teacher preparation programs at a single institution of higher education (IHE) are considered to be instances of a single traditional program; likewise, all alternative routes to initial teacher certification are considered to be instances of a single alternative program route to certification or licensure at the IHE.

In most states, teacher preparation programs will send the list of enrolled individuals and program completers either directly to the testing companies or to the state, which may forward it to the testing companies to calculate pass rates.

Constructing Your List

IHEs that conduct both traditional and alternative route programs must be sure to separate the traditional teacher preparation program participants from the alternative route participants in their list or clearly identify whether the individual is a traditional or alternative route participant. The list of enrolled individuals and program completers must include the following information:

- Name;
- Unique identifier (usually a date of birth or a Social Security number);
- Enrollment or program completer status*
 - currently enrolled students who have completed all nonclinical coursework,
 - all other enrolled students,
 - completed in the current academic year,
 - completed in the prior academic year, or
 - completed two academic years prior;
- Academic major; and
- Area of specialization or certification area.**

Title II calls for additional data on enrolled individuals, such as gender, race and ethnicity; though this information is not required to calculate pass rate data.

The list of enrolled individuals and program completers should include only enrolled individuals or program completers of *teacher* preparation programs; this should not include those preparing to be a principal, vice principal, school administrator, guidance counselor, school social worker, speech/language pathologist or other school support personnel.

Once the list of enrolled individuals and program completers has been constructed, the list should be sent to the entity producing pass rate data. Typically, the testing companies or the state will produce pass rate data. Contact the testing company or state to determine submission dates for the list and dates for return of results.

Reviewing Your Pass Rates

The testing company or state will return pass rate and average scaled score data based on the tests taken by the individuals included on the list of enrolled individuals and program completers. Data will include assessments taken up to five (5) years earlier. Because teacher preparation programs will be held accountable for the pass rates of their test takers, they need to have confidence in the pass rates that they report. Teacher preparation programs are responsible for reviewing the pass rate data for accuracy. In reviewing the pass rates:

- Confirm the names and unique identifiers of the identified test takers;
- Confirm the area of specialization or certification area of the identified test takers, as applicable;
- Check percentages of test takers passing each assessment, as calculated by the testing companies or state; and
- Check the summary percentage of test takers passing, as calculated by the testing companies or state.

If there are discrepancies in the list of test takers or problems with the pass rate results, check the testing companies' (or state's) list of recent test takers for whom no test scores have been found and report to the testing companies (or state) any test takers that you believe have been tested. If the testing companies or the state locate such cases, they may return a revised set of assessment results.

Teacher preparation programs will report their pass rate and average scaled score data in their Institutional and Program Report Card in April of each year.

* An **enrolled student** is a student who has been admitted to a teacher preparation program, but who has not yet completed the program.

A **program completer** is a person who has met all the requirements of a state-approved teacher preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript or other written proof of having met the program's requirements.

Nonclinical coursework is any course in the teacher preparation program curriculum that focuses on content, such as academic subject matter, and does not require individuals to participate in the activities of supervised clinical experience as described in the glossary definition. The curriculum policies of each state and its institutions will identify coursework that is nonclinical or clinical.

** Teacher preparation programs should work with the state to establish the list of areas of specialization for certification and licensure and to check and confirm relevant test(s) for each area of specialization and passing scores applicable to each group of test takers. Depending on the structure of the teacher preparation program, enrolled individuals may not declare an area of specialization until they become program completers.